



## Department of Agriculture

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### INFORMATIONAL MEMORANDUM KY-FD-IM-S-05-05

**TO:** Food Service Directors / Administrators

**FROM:** Teresa Ulery, Branch Manager  
Division of Food Distribution

**DATE:** January 18, 2005

**SUBJECT:** Statewide Meeting for Placing Processing Orders

This meeting is being setup to allow FSD's to meet with processors and brokers to place their commodity processing orders for 2006. We have made arrangements with the Holiday Inn University Plaza in Bowling Green, Kentucky, to hold this meeting on February 21-23, 2005. Reservations may be made by calling the Holiday Inn at 270-745-0088 or 800-HOLIDAY on or before February 7, 2005, room rates are as follows: Single, Double, Triple and Quad Rates are \$85.00 per night; this room rate does not include state and local taxes, which currently totals 10.25%

Attached you will find a registration form that must be completed and returned to this office by fax on or before February 4, 2005.

The meeting will be conducted in the following manner: We have set aside meeting rooms for each Food Service Coop and one meeting room for agencies that are not a part of a Coop. The processors/brokers will move from room to room, to meet with each group. We feel that this would assist not only the FSD, but the processors/brokers in completing the Processing Request form and be able to answer questions. An hour will be set aside to meet with processors who process one commodity; brokers and processors who process 3 or more commodities will be allowed two hours.

We ask that each FSD / Coop come with the number of servings needed and the number of days these items will be served. The processor/broker will assist with calculating the number of pounds or cases needed to complete your order for the 2006 School Year (work sheets will be provided).

We will have an opening General Session on Monday, February 21, to explain how this process will work and to give out room assignments. If you have questions or concerns pertaining to this meeting, please contact Rick Betsworth at 502-573-0298 ext 262 or email at [Rick.Betsworth@ky.gov](mailto:Rick.Betsworth@ky.gov). We look forward to seeing each of you and hope this meeting is productive for you and the processors of Kentucky.

Attachment

KENTUCKY DEPARTMENT OF AGRICULTURE  
State-wide Processing Meeting  
Registration Form

February 21-23, 2005

THIS FORM MUST BE RETURNED BY FEBRUARY 4, 2005

Please provide the following information (print/type):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of School System: \_\_\_\_\_ County: \_\_\_\_\_

Name of Commodity Distributor: \_\_\_\_\_ Region: \_\_\_\_\_

\_\_\_\_ Yes, I will be attending the Statewide Processing Meeting

\_\_\_\_ No, I will not be attending the Statewide Processing Meeting

If yes, how many nights will you be staying at the Holiday Day Inn, University Plaza? \_\_\_\_

List those attending and their titles (print/type)

\_\_\_\_\_  
\_\_\_\_\_

Are you a member of a Coop? \_\_\_\_ Yes \_\_\_\_ No

If yes, please complete the following information:

Name of Coop: \_\_\_\_\_

Name of Contact Person for the Coop: \_\_\_\_\_

Number of School Systems in the Coop: \_\_\_\_\_

Please complete and Fax (502-573-0304)  
or email this form to [Jeannie.Bourg@ky.gov](mailto:Jeannie.Bourg@ky.gov)

(No cover sheet is necessary)